

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
OFFICE OF THE CLERK**

EMPLOYMENT OPPORTUNITY

Position:	Automation & Web Administration	Announcement #:	15-CO-01
Appointment Type:	Full-time; Permanent		
Location:	Charleston, WV		
Starting Salary:	CL 25 – CL 26 (\$38,334 - \$68,639) <i>Starting CL/salary based on experience and qualifications.</i>		
Opening Date:	October 8, 2014		
Promotion Potential:	Up to CL 26 without further competition.		
Closing Date:	Open until filled - Résumés received by October 22, 2014 will receive first consideration.		
Open To:	All qualified applicants		

JOB SUMMARY:

This position is located within the Clerk's Office, reporting to the Director of Information Technology and services the judges and judicial staff, clerk's office and probation office employees. The position is responsible for development and continued maintenance of the court's external and internal websites and work related to designing, modifying, and adapting new and existing software consistent with the court's vision, mission, and end-user needs. In addition, the incumbent performs and coordinates technical, professional, and administrative training activities. The incumbent ensures that training complies with the appropriate guidelines, policies, and approved internal controls.

REPRESENTATIVE DUTIES:

- Responsible for design, development, operation, and maintenance of the court's internet site and web pages, using established web technologies and programming languages.
- Coordinate or perform all web development efforts to include: analyzing end-user needs, content updates as requested, and software requirements.
- Use multi-media, graphic design software, and other tools to redesign information into a more understandable format for web dissemination.
- Maintain court website as a tool for training; make recommendations to enhance court websites to ensure ease of use for judges, court staff, the bar, and the public.
- Perform routine maintenance, support, upgrades, and troubleshooting of web environments, as needed.
- Perform testing on new releases of word processing software programs, documenting any issues for follow-up and for updating procedural documentation.

- Handle user questions that pertain to Microsoft Office Suite functionality.
- Coordinate with the Federal Judicial Center and the Administrative Office to determine the educational programs, services, and resources available to best meet local training needs, as well as audit the court's training programs to ensure they are current and meet the needs of the court.
- Draft manuals, handbooks, job aids, web content and other training materials. Maintain training records as directed.
- Develop, write, edit and revise technical documentation while ensuring all documentation is consistent and organized.
- Develop training to transition court users from legacy technologies to more modernized technologies. Provide managers with feedback regarding individual employees' training and development efforts and accomplishments.
- Prepare and assist with Electronic Courtroom Trainings for external legal and internal staff and compile innovative training to promote a more modern and hands off approach for Electronic Courtroom Training.
- Identify, plan, and arrange logistical support for training (i.e. meeting space, equipment, visual aids, and handouts).

REQUIRED QUALIFICATIONS:

To qualify at CL-25, candidates must have one year of specialized experience equivalent to work at CL-24. To qualify at CL-26, candidates must have one year of specialized experience equivalent to work at CL-25. In addition, the following is required:

- Technology related Associate's Degree.
- Three years technical experience in website design and development.
- Knowledge of web technologies - JavaScript, JavaScript Frameworks (jQuery), XML, AJAX, CSS3.
- Experience with UX Design and identifying user workflow.
- Drupal administration.
- SQL Server Applications and Development.
- Twitter Bootstrap.
- Internet Information Service (IIS) administration.
- Adobe Photoshop.
- Ability to present to and train end-users.

Incumbent must be organized with an eye for detail and must have excellent follow-through skills. The ability to communicate technical information effectively (verbally and written) to end-users in a manner they can understand is essential. The ability to provide customer service and work as part of a team is required.

COURT-PREFERRED QUALIFICATIONS:

- Technology related Bachelor's Degree.
- Three years technical experience in web application development in C#/ASP.NET.

EMPLOYEE BENEFITS:

This position is covered by the Court Personnel System and is entitled to benefits that include:

- Paid annual leave in the amount of 13 accrued days for the first three years, 20 days after three years, and 26 days after fifteen years; paid sick leave in the amount of 13 accrued days annually; and 10 paid holidays per year
- Mandatory participation in the Federal Employees' Retirement System and Social Security
- Thrift Savings Plan (optional retirement savings plan with immediate employer matching)
- Federal Employees Health Benefits Program
- Federal Employees Vision and Dental Insurance Program
- Federal Employees Group Life Insurance Program
- Flexible Benefit Program (pre-tax contributions for health insurance premiums, health care and dependent care expenses)
- Long Term Care Insurance Program options
- Periodic salary increases

INFORMATION FOR APPLICANTS:

The United States District Court is part of the Judicial Branch of government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to, and must pass a background check, including FBI fingerprint check.

APPLICATION PROCESS:

To apply, submit a *cover letter* identifying how your education and experience qualify you for the position and a *résumé* which details your education and previous work experience. Email materials to Korin Parsons, HR Specialist at Korin.Parsons@wvsd.uscourts.gov and reference **Vacancy #15-CO-01** in the subject line. To receive first consideration, application materials must be received by **October 22, 2014**. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The United States District Court is an equal opportunity employer and values diversity in the work place.